

# F. SCOTT FITZGERALD THEATRE

## THEATRE USE PLAN

**A plan identifying all areas within the facility to be used must be submitted 8 weeks prior to the contracted event.** This event plan may be submitted earlier and modified at the final walk through. The Theatre use plan includes:

### **Stage set-up**

Set design or layout, use of thrust extension and/or stage steps, etc. This information is needed prior to ticket sales as use of steps or the thrust results in removal of some Theatre seats.

### **Sound & Lights**

Identification of F. Scott Fitzgerald Theatre sound and light equipment to be used. Person(s) assigned to operate sound and light systems. Note: Any sound and light equipment being brought into the F. Scott Fitzgerald Theatre must be pre-approved by our Rockville Theatre staff.

### **Technicians**

Theatre Technicians are needed for sound, lights, stage set-up, etc. One technician will be provided by the City of Rockville during your contract hours. You must identify the number of additional F. Scott Fitzgerald Theatre technicians needed and the hours to be worked. Renters must also identify any of their own technicians being brought in and for what purpose.

### **Special Effects**

Use of any special effects equipment such as smoke machines, strobes, moving lights, etc. must be identified and pre-approved by Theatre staff.

### **Deliveries and Removal of all event related equipment/supplies**

All deliveries and removal of event supplies and equipment must be accomplished within the contract hours, unless special arrangements are made in advance with the F. Scott Fitzgerald Theatre administrative staff.

### **House Manager**

Your Theatre use plan should identify whether a house manager is needed for your event. Theatre staff will assist with this determination.

### **Lobby set-up plan (submitted 8 weeks prior to event)**

Your Theatre Lobby plan should identify whether you want the Lobby to remain open as is, or to include the set up of tables, chairs, etc. in support of displays, sales, performances, etc. Note: The Lobby must retain an open flow for the event audience members and access to Box Office.

### **Dressing Room & Green Room set-up**

The Green Room and two dressing rooms, each with a restroom are provided. Renters should identify who will be using these spaces and if any specific equipment is needed for the space.

### **Social Hall use (established at time of contracting Theatre space)**

There is an additional fee for use of the Social Hall.

#### **Social Hall use plan must state:**

- Set up plan for tables, chairs, equipment, etc.
- Staff need
- Time of use

### **Production/Stage Manager**

All Theatre events require a Production/Stage Manager. The rental group is responsible for providing this person. Responsibilities of the Production/Stage Manager are described in the F. Scott Fitzgerald Theatre Rules and Regulations.

## **F. Scott Fitzgerald Theatre & Social Hall INFORMATION continued**

### **THEATRE USE PLAN - continued**

#### **House Manager**

All Theatre events require a House Manager. The rental group is responsible for providing this person. Responsibilities of House Manager are described in the F. Scott Fitzgerald Theatre Rules and Regulations

#### **Ushers – minimum of 4 suggested – 2 required**

All Theatre events must have ushers at both Theatre house entrances off the Lobby. Ushers must perform the duties as listed in F. Scott Fitzgerald Theatre Rules and Regulations.